



CITY OF ANNAPOLIS  
ART IN PUBLIC PLACES COMMISSION

**PERFORMING ARTS GRANT APPLICATION  
FY06**

*Program Information & Application Form*

**DUE DATE:**                    **Grant applications accepted between  
January 3 - February 25, 2005**  
For activities that will take place between July 1, 2005,  
and June 30, 2006

**Mr. Robert Libson**  
*Chair*

**Ms. LeeAnn Plumer, Director, Recreation & Parks**  
**Mr. Stephen Carr, Consultant**  
*City Liaisons*

***Mr. James Clark, City Boards Coordinator***  
*Staff*

Art in Public Places Commission  
City of Annapolis Department of Recreation and Parks  
160 Duke of Gloucester St.  
Annapolis, MD 21401  
[www.annapolis.gov/government/boards/art.asp](http://www.annapolis.gov/government/boards/art.asp)

## ***Performing Arts Grant Information***

The Art in Public Places Commission (Commission) was created for the advancement of works of art in general, and the production of performing arts in the City of Annapolis. The Commission's Performing Arts Grant is designed to support the direct costs of performances and/or arts activities **open to the public** within the city.

### ***Who Can Apply***

Individuals 18 years and older and Maryland residents, and arts organizations located within the State of Maryland are eligible to apply *for performing arts and/or arts activities taking place within the City of Annapolis*. Eligible organizations include arts organizations, after-school programs, civic organizations, social clubs, performing art presenters, or other community-based groups that present programs **open to the public**, *and which will not have received any additional grants, funds, or other monetary awards from the City of Annapolis during Fiscal Year 06*.

### ***What the Performing Arts Grant May be Used For***

Performing Arts Grant funds may be used to pay artists, technicians and individuals who coordinate arts projects; to rent equipment needed for performances or exhibits; to purchase supplies or materials and to publicize arts activities. Activities funded by the Commission must be **open to the public** and **accessible** to persons with disabilities.

### ***What the Performing Arts Grant***

### ***May Not be Used For***

Performing Arts Grant funds may not be used to purchase permanent equipment, to make permanent improvements in buildings or other facilities, for conferences, for in-school student activities, to travel out-of-city, to supplement or pay for any share of administrative costs, including salaries of administrative personnel, or for any other non-performance production related expense.

### ***Deadline for FY06***

**February 25, 2005:** for all activities that will take place between July 1, 2005 and June 30, 2006.

An individual or organization may submit only **one application per fiscal year**.

**Submit original and ten (10) copies including all attachments.**

Applications must be *postmarked or hand-delivered* to the Commission address by the deadline date. The Commission is not responsible for postal delays or mishandling. Faxed applications will not be accepted.

### ***Application and Review Process***

After your application has been received, a Commissioner or Commission Staff may call you for additional information.

Funding decisions are made by Commissioners based on the completeness of the application, the clarity of the proposal and subsequent presentations, the scope of the applicant's previous projects and experience, artistic merit of the proposed activities, the compatibility of the proposal with the local community, feasibility of the budget, and the ability of the applicant to carry out the proposed activities. **The Commission reserves the right to consider any additional factors in any phase of the grant process that may merit retraction of a promised grant award.**

Applicants will be asked to present testimony on their Commission requests during the Commission meeting in March. The Commission meets on the fourth Monday of the month at 6:30 p.m. Applicants will be notified of the meeting room location and any change in meeting specifics one week prior to the meeting.

The Commission will announce grant awards on or about May 1, 2005. Successful applicants will receive their payment within thirty days after having returned completed grant award forms and letters of understanding, along with proof of the applicant's intent to hold the proposed activity or performance. In addition, grantees will be required to furnish a final report form following completion of funded activities.

**If the funded activities as referenced in grantee's application are not presented by June 30, 2006, the**

**grantee will be required to reimburse the Commission the full grant amount within 30 days of the scheduled date of the last performance.**

### ***Grant Amounts and Matching Requirements***

Applicants may request up to **50%** percent of the cost of proposed arts activities. Applicants must match the amount granted. Matching funds may include cash donations, ticket sales, grants or contributions from businesses, non-government agencies, or individuals, and/or the individual or organization's cash contribution to the proposed arts activities.

### ***Commission Staff***

Commission staff is available to answer questions about the Performing Arts grant and to assist you in preparing your application. **If you need help, please contact Art in Public Places Commission Staff at 410-280-1757, or the Director of Recreation and Parks, at 410-263-7958. Additional information on the Commission can be found at:**

[www.annapolis.gov/government/boards/art.asp](http://www.annapolis.gov/government/boards/art.asp)

### ***Definition of Terms***

**Accessible:** In compliance with the provisions of the Americans with

Disabilities Act of 1990 (ADA.)  
Information on standards for compliance is available from the Commission upon request.

**Audience:** The people you expect to attend, participate in or benefit from the proposed arts activities.

**Commission Request:** The amount you are asking the Commission to contribute to your proposed arts activities. The Commission request may be for up to **[50%]** percent of the total cash expenses of the project.

**Cash Expenses:** The items required for your proposed arts activities that must be paid for and the amount you anticipate that each will cost. For example, fees paid to artists and other people involved in the activities, the cost of printing, renting equipment, purchasing supplies and advertising the activities.

**Cash Income:** The money you expect to raise to pay for the activities, including donations, ticket sales, and your organization's cash contribution to the activities.

**In-Kind/Donated:** The estimated cash value for any goods or services you expect to be donated for these activities. Estimated cash value is the price you would expect to pay if you were required to pay for donated goods or services. This should not be included in the budget.

**Mission:** The reason your organization was created; the purpose to which the organization is dedicated.

**Open to the Public:** Available to any

individual who wishes to participate. Programs or conferences limited for the benefit of students or members of an organization are not eligible for Commission Arts Presentations Grant funding.

**Performing Arts:** Includes any of the following art forms: music, dance, film, video, theater, voice and writing.

**CITY OF ANNAPOLIS ART IN PUBLIC PLACES COMMISSION**  
**Arts Presentations Grant Application, FY 06**

**1. Organizational/Applicant Information**

Name of Organization/Individual: \_\_\_\_\_

Organization/Individual Mailing  
Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Federal Identification  
Number (if applicable) \_\_\_\_\_ Date of Incorporation \_\_\_\_\_  
(Attach copy of IRS Letter of Determination of Tax Exempt status if applicable.)

Name of Contact \_\_\_\_\_ Title: \_\_\_\_\_  
Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work  
Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. In the space below, briefly describe your organization, its **mission**, ongoing activities and the people it serves. (Individual applicants may attach a resume, which should include related professional experience and references.)

3. In the space below, briefly describe your or your organization's current arts activities, if any.

4. Describe the arts activity for which you are applying, and the specific use(s) for which the funds would be applied. You may attach one additional sheet if necessary.

5. When will these activities take place?

6. Where will these activities take place? How will you or your organization ensure that these activities will be open to the public?

7. Who is the intended **audience** for these activities?

## 8. Budget for Proposed Arts Activities

In the left-hand column below, identify and estimate each **cash expense** item for the proposed arts activities. Enter the sum of these expense items on the "Total Cash Expenses" line at the bottom of the column.

In the right-hand column below, first identify and estimate the different cash income sources (**ticket sales, donations, organizational funds or cash, etc.**) with which you will pay for the proposed arts activities, excluding **Commission request**.

**\*\*In-kind/donated goods and services are not to be included in the Cash Income budget.**

At the bottom of the right-hand column, state your **Commission request**. Your **Commission request** may not be more than 50% of total cash expenses.

Cash Expenses		Cash Income Source	
Item	Amount	Cash Income Source for Item	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Cash Expenses</b>	\$	<b>Total Cash Income</b>	\$
		<b>GRANT REQUEST:</b>	\$
		<b>Total Income:</b>	\$

**In-kind/donated** services may be identified below but may not be listed in the income and expense sections of this application. **In-kind/donated** services may be used to demonstrate the breadth of support for the project.

<b>In-kind/donated:</b>	
Item	Amount
	\$
	\$
	\$
	\$
	\$
<b>Total In-kind/donated:</b>	\$

Use the space below to provide any additional budget information you feel necessary.

9. Name and signature of person submitting this application:

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you wish, you may attach supplemental materials.

**CITY OF ANNAPOLIS ART IN PUBLIC PLACES COMMISSION**

Arts Presentations Grant Application, FY 06  
**REVISION SHEET**

**1. Organizational/Applicant Information**

Name of Organization/Individual: \_\_\_\_\_

Organization/Individual Mailing  
Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Federal Identification  
Number (if applicable) \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

(Attach copy of IRS Letter of Determination of Tax Exempt status if applicable.)

Name of Contact \_\_\_\_\_ Title: \_\_\_\_\_  
Person: \_\_\_\_\_

Home \_\_\_\_\_ Work  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email  
: \_\_\_\_\_

**2. Describe any revisions or changes to the arts activity for which you are applying, and/or to the specific use(s) to which the funds would be applied. You may attach one additional sheet if necessary.**

**5. When will these activities take place (if different from original application)?**

**6. Where will these activities take place? How will you or your organization ensure that these activities will be open to the public (if different from original application)?**

**7. Who is the intended audience for these activities (if different from original application.)**

**8. Budget for Proposed Arts Activities (if different from original application.)**



In the left-hand column below, identify and estimate each cash expense item for the proposed arts activities. Enter the sum of these expense items on the "Total Cash Expenses" line at the bottom of the column.

In the right-hand column below, first identify and estimate the different cash income sources (*ticket sales, donations, organizational funds or cash, etc.*) with which you will pay for the proposed arts activities, excluding Commission request.

**\*\*In-kind/donated goods and services are not to be included in the Cash Income budget.**

**At the bottom of the right-hand column, state your Commission request. Your Commission request may not be more than 50% of total cash expenses.**

Revised Cash Expenses		Revised Cash Income Source	
Item	Amount	Cash Income Source for Item	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Revised Total Cash Expenses</b>	\$	<b>Revised Total Cash Income</b>	\$
		<b>Revised GRANT REQUEST:</b>	\$
		<b>Revised Total Income:</b>	\$

**In-kind/donated services may be identified below but may not be listed in the income and expense sections of this application. In-kind/donated services may be used to**

demonstrate the breadth of support for the project.

<b>Revised In-kind/donated:</b>	
<b>Item</b>	<b>Amount</b>
	\$
	\$
	\$
	\$
	\$
<b><i>Revised Total In-kind/donated:</i></b>	<b>\$</b>

Use the space below to provide any additional budget information you feel necessary.

9. Name and signature of person submitting this application:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

If you wish, you may attach supplemental materials.